

ASPR Course Application

1. Please review and ensure that you have met all prerequisites. Commissioned Corps applicants should review their OFRD Officer Summary Page to ensure minimum qualifications have been met.
2. Fill out the sections below according to course requirements.
3. Include documentation of successful completion of the prerequisites with your application.
4. Send your completed application to ASPR by e-mail or fax.
E-mail: TELL@hhs.gov Fax: 202-690-7154

Applicant's Information		
Course Name: IRCT Basic Online		
Course Date: July 12 – August 3		
Name:		
Address:		
City:	State:	ZIP:
Check one:		
<input type="checkbox"/> Civilian/GS	Grade:	Step:
<input type="checkbox"/> Commissioned Corps	Rank:	PHS#:
Organization:	<input type="checkbox"/> HHS	<input type="checkbox"/> Other _____
OPDIV / Division:		
Job Title:		
Assignment:		
E-mail:	Phone:	
Applicant's Signature:	Date:	

Supervisor's Approval	
If you intend to complete this course during your regular workday, have your supervisor complete the Supervisor section and sign. If you wish to take the course during personal time only, please complete the applicant section and sign.	
Supervisor	<input type="checkbox"/> I approve the use of official time to complete this course. Supervisor's Name: Phone Number: E-mail Address: Supervisor's Signature: Date:
Applicant	<input type="checkbox"/> I intend to take this course during non-working hours. Applicant's Signature: Date: